

**MINUTES OF THE COTS
PRIVACY, SECURITY & ACCESS WORK GROUP
AUGUST 3, 1999**

Present: Cheryl Clark (DMV), Jim Adams (DIT), Ed Morris (DOC), Andy Poarch (DIT), Dan Houlihan (VIPnet), Bill Russell (County of Chesterfield), Ray Davis (DGIF), Captain Vass (VSP), John Palese (DSS), Mike O'Neil (DSS), Pat Jackson (VT), Dan Galloway (SCC), Peggy Maupin (DGS), Timothy Sigmon (UVA), Don Reymond (UVA), Shirley Payne (UVA), Dan Ziomek (DPT), Virgil Kopf (DGIF), Sandra Weller (DGIF), Rama Ramanathan (Unisys), Chris Hindson (Unisys) and Gerry Anderson (Entrust).

Absent: Darrell Gasaway (DJJ), Carrie Gillotte (GMU), Gordon Jarratt (County of Fairfax) and George Riesco (Nexus).

The August 3, 1999 COT's Privacy Security & Access (PSA) Work group meeting was held at the DMV HQ from 1-4 p.m. Minutes from the meeting of 7/7 were reviewed and approved for posting.

Cheryl Clark introduced new members: Peggy Maupin (Department of General Services), Dan Ziomek (Department of Technology Planning) and Timothy Sigmon (University of Virginia).

Cheryl distributed copies of the PSA Status Report to the July COT's meeting as an "fyi"

Cheryl reminded members to register early for the first annual Commonwealth of Virginia Information Technology Symposium (COVITS'99) Conference that will be held in Lexington on September 29-30, 1999 at Virginia Military Institute. For more information: www.vmi.edu/covits.

MEMBERS ROUNDTABLE

Cheryl Clark asked participants if they have anything of interest (i.e. articles or legislation) to share with the work group. Cheryl gave copies of a Fairfax *Journal* article indicating misuse of personal information on individuals concerned with the number of different organizations having access to DMV records.

Cheryl gave participants a copy of Secretary Upson's remarks to the House Subcommittee on Telecommunications, Trade, and Consumer Protection regarding H.R. 1714 – Electronic Signatures in Global and National Commerce Act (E-SIGN).

PSA WEB SITE CONSTRUCTION

Reports were given on the following site categories:

"Introduction" and "How to Use Site" – Andy Poarch/Cheryl Clark

Andy and Cheryl have been defining the mission statement and collaborating on a final version, which will be reported at the September meeting.

"Legislative Framework" – Pat Jackson/Ray Davis/Dan Houlihan

The legislative framework should be completed in the next two weeks.

"Practices" – Jim Adams/John Palese

Still working on defining and separating into different links.

"State Standards" and "State Resources" – Ed Morris/Dan Galloway

Still working on defining and completing final report.

Dan Galloway will continue to coordinate completions with target of mid-September for opening the site.

Jim Adams reported on other state agency development of Web pages. DIT is considering development of Web pages and linking them to the COTs Web site.

DIGITAL SIGNATURE PRESENTATIONS

Rama N. Ramanathan, Manager – Advanced Security Technology, UNISYS, gave a presentation to the work group on digital signatures/PKI, emphasizing the various approaches States are taking to legislation. He described what a digital signature/PKI system is and the uses of authentication.. He identified the latest trend for legislation is toward greater specificity in specific domains, such as the legislation recently enacted in California which applies only to the domain of brokerage transactions.

Virgil E. Kopf, Chief Information Officer, Department of Game and Inland Fisheries (DGIF), gave a presentation on DGIF's Public Key Infrastructure (PKI) Electronic Signatures and Electronic Forms.

They will enable about 60 forms in the areas of personnel, accounting, law enforcement and information management.

Discussions will be held with DOA and APA regarding whether these agencies will accept the DGIF digital signatures..

Action: Ray Davis will get back with the work group on the comments and outcome of meeting

scheduled with DOA and APA.

DISCUSSION

Pat Jackson raised the question on how this process would be any different from using the state issued American Express Cards.

Dan Ziomek raised the question on how DOA would be able to deal with multiple signatures and trust issues.

Tim Sigmon stated that it is important to look into policy. One CA might be stricter than another.

DIGITAL SIGNATURE/STANDARDS

Dan Houlihan presented a draft working paper on standards for components of PKI & DSigns, which was developed in collaboration with Gerry Anderson, Entrust Technologies. He suggested that a small sub-group be developed to review the standards and produce a final/mature document and educate decision-makers..

PSA REPORT TO COTS ON DIGITAL SIGNATURES

Cheryl Clark presented a draft of "contents" to be addressed in the PSA report to COTS.

DISCUSSION

Gerry Anderson questioned if there was a directory in place. If not, it needs to be part of the thought process.

Work group members discussed the use of a statewide directory. Dan Ziomek stated that there is a need for a statewide directory to support digital signatures for private industry to do business. There already are individual directories within agencies. Captain Vass commented that individual directories within state agencies causes problems and very confusing.

Work group members discussed the challenges in implementing a statewide policy on digital signatures. There needs to be a clear definition between electronic signatures and digital signatures. Define the PKI Infrastructure and focus on certificate authorities, policy, practice statements, RA, directory services, legislation, legal and liability issues, business case, cost consideration, short/long term goals and time frames. There is a need to come up with models, risks, looking at potential applications (ex: DGIF electronic forms) and review of state/federal legislation. Review inter/intra uses of digital signatures but also focus on e-commerce and the business community. These issues need to be defined before submission of October report to COTS.

Peggy Maupin suggested that the Work group seek representation from APA and the Attorney General's Office. Peggy will contact APA and Cheryl will contact the OAG.

Dan Ziomek stated that there is a timeframe when issuing recommendations for legislative action. It is critical for the Work group to develop these recommendations quickly to meet the timeframes.

Various means of economizing on meetings were discussed. Cheryl and Andy will look into these and arrange what would appear most beneficial. Cheryl Clark and Andy Poarch will work on combining the areas that need to be defined in the working sessions.

NEXT PSA MEETINGS

Thursday, August 19 from 9-12 at DMV HQ in Richmond

Tuesday, September 7th from 1-3 p.m. at DMV HQ in Richmond.